



St. Ethelbert's RCP School **Attendance Policy**

Love, Care, Share...

Love learning as friends;

Care for our community as neighbours;

Share our faith in Jesus as disciples.

Rationale:

As part of our Mission Statement, St. Ethelbert's RCP School is committed to supporting the attendance of our pupils and responds to difficulties and issues which might lead to non-attendance, so that each child is able to reach his/her full potential.

The school has a positive and proactive approach towards attendance matters and encourages parents to take an active role in the schooling of their children. Through this ethos, we aspire to improve levels of attendance and punctuality and reduce absenteeism.

Legal Requirements:

The school adheres to the legal requirements laid down by the DFE and :

- a) is open to all pupils for 380 sessions each school year
- b) maintains computerised attendance registers in accordance with regulations
- c) accurately records and monitors all absenteeism and lateness
- d) clearly distinguishes between absence which is authorised and absence which is unauthorised according to criteria laid down by the DFE
- e) submits absence returns and publishes information relating to levels of attendance and absence in reports to governors
- f) sets annual targets to reduce absence and submit these targets in accordance with the relevant regulations

Staff Responsibilities:

The Headteacher has overall responsibility for attendance and will:

- a) regularly communicate attendance information to parents through the school website, through newsletters, through parents' evenings or through other media
- b) collect and make effective use of attendance data to monitor progress/trends and set targets for improvement – for individuals, classes, year groups and the whole school
- c) provide clear guidance to staff on the practice of registration and on such connected issues as the appropriate categorisation of absence (see Appendix 1)
- d) identify clear procedures to identify and follow up all absence and lateness (allocating individual staff roles and responsibilities) (see Appendix 1)
- e) make provision for first-day of absence contact in relation to pupils who are known to be poor attendees or who might otherwise be considered to be at risk (see Appendix 1)
- f) identify a range of both proactive and reactive strategies to promote attendance and address absenteeism, especially persistent absenteeism (see Appendix 2)
- g) provide for a clear and unambiguous hierarchy of sanctions(see Appendix 3)
- h) develop strategies which recognise and celebrate pupils' attendance achievements
- i) set up effective networks for liaising with other involved agencies and services such as the Early Intervention Team (EIT)
- j) stress to parents the importance of continuity of learning, particularly in relation to family holidays during term-time
- k) help create an ethos and culture which encourages good attendance, addressing school-based causes of poor attendance such as bullying, racism, an inappropriate curriculum, etc.

Class Teachers will:

- a) take the attendance register at the start of the morning and afternoon sessions in accordance with appropriate guidance (see Appendix 1)
- b) inform the Attendance Officer of any absentees, particularly those who are a cause for concern
- c) where reasons for pupil absence are unknown, to follow up reasons on their return to school and change the register code appropriately

The Office Staff will:

- a) take telephone messages from parents/carers on the first day of absence and inform class teachers of reasons for absence so that registers can be changed accordingly
- b) telephone / text parents to find out reasons for absence when no notification has been given, particularly with children who are a cause for concern
- c) notify the LA Inclusion team if follow-up is required, following consultation with the Headteacher
- d) monitor registers to ensure guidelines are followed and entries are accurate
- e) produce electronic reports where appropriate
- f) Maintain a 'late gate' list in order to monitor punctuality and to encourage parents to arrive at school on time
- g) Collect the names of absentees each morning; patterns will be analysed.
- h) Work alongside the Headteacher in monitoring patterns of absence
- i) Where appropriate, visit homes to carry out follow-up visits where there are concerns; this will include absences above three days for all pupils, even when a reason for absence has been given

Governors will:

- a) discuss attendance data, including trends and patterns at the Curriculum, Pupil Welfare and Community Committee meetings, acting upon any issues which arise

- b) ensure that attendance data is communicated to parents through the school website
- c) review the Attendance Policy on an annual basis

Parents should:

- a) ensure that their children attend the school regularly, on time, properly dressed and in a fit condition to learn, as required by law
- b) ensure that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance
- c) always notify the school as soon as possible - preferably on the first morning - of any absence
- d) not book family holidays during term-time; where this is unavoidable, parents should put their request in writing to the Headteacher, outlining the reasons for the absence
- e) talk to the school if they are concerned that their child may be reluctant to attend so that problems can be dealt with at an early stage

Reviewed and approved by the Curriculum, Pupil Welfare & Community Committee – 13th December 2021



APPENDIX 1

REGISTRATION PROCEDURES

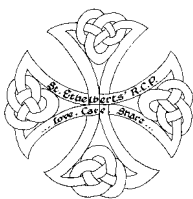
- The attendance register will be taken electronically at the beginning of the morning and afternoon sessions by the Class Teacher or by another adult if the Class Teacher is absent.
- If the electronic register is not available for any reason, teachers must request a class list from the office and take the register in written form, sending this to the office on completion.
- Pupils enter school at 8.50am
- The register should be called in the first ten minutes of the session. Any child arriving after the register has been closed but arriving within 30 minutes of the start time should be marked as 'Late Present' (L). Any child arriving after this time will be marked 'Late Absent' (U)
- Children's names must be called out and children must answer to ensure the accuracy of the register.
- Teachers will use the appropriate codes as outlined- if a child is absent due to suspected Covid, the office staff will mark this as an 'X'. Once a child is confirmed as positive, they will be marked with an 'I'. If they are unable to come to school because their parents are positive, then they will be marked as a 'C'.
- The register must be saved immediately so that the office manager can access the data in order to update codes in the light of any telephone messages etc. and complete the electronic dinner registers.
- Parents are expected to contact school on the first day of absence. Where pupils have a history of persistent absenteeism and there is no contact made, the school will telephone the child's home to ascertain their whereabouts. Where appropriate, a member of the office staff will be asked to visit the home.
- Where no reason for absence has been given, class teachers must make enquiries and change the 'N' code as appropriate on the child's return to school.
- If a child has been absent for more than three days, even when a reason has been given, a home visit will be carried out. Staff will ask to see the child but will not enter the property



APPENDIX 2

STRATEGIES TO PROMOTE ATTENDANCE AND ADDRESS ABSENTEEISM

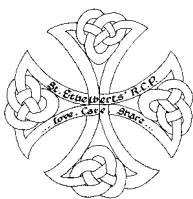
- Attendance Roll of Honour – names of pupils who achieve 100% attendance each half term displayed
- Certificates awarded for 100% attendance each half term
- 'Attendance Champion's' section of Headteacher's monthly newsletter to parents
- General letters to parents highlighting the importance of regular attendance
- Letters to parents whose children's attendance falls below 90%
- Clear guidelines for holiday leave in term-time
- Telephone calls to homes of persistent absentees
- Attendance officer with designated responsibilities



APPENDIX 3

ESCALATION OF SCHOOL INTERVENTION TO REDUCE ABSENCE & PREVENT PUPILS FROM JOINING THE PERSISTENT ABSENTEE (PA) LIST

PERCENTAGE ATTENDANCE	SCHOOL ACTION(S)
95%	Expected minimum attendance
100 % 100-95%	<ul style="list-style-type: none"> • Certificates / names on Roll of Honour • Praise on written report to parents
91 – 94%	<ul style="list-style-type: none"> • Pupils identified through analysis and further absence monitored • Undertake pupil profile link absence to effect on attainment.
86 – 90% N.B. At this point a pupil falls into the PA category	<ul style="list-style-type: none"> • Pupils identified through analysis • Letter to parents with registration certificate attached • Undertake pupil profile link absence to effect on attainment.
81 – 85%	<ul style="list-style-type: none"> • Pupils identified through analysis • Letter to parents with registration certificate attached • Parents into school for interview with Headteacher • Discuss with Inclusion team
<80%	<ul style="list-style-type: none"> • Pupils identified through analysis • Letter to parents with registration certificate attached • Parents into school for interview with Headteacher • Further discussions with Inclusion team and referral if most absence is unauthorised. If most is authorised absence Inclusion team will advise on further action. • Child Action meetings



APPENDIX 4

TERM TIME HOLIDAYS

The Department for Education made some amendments to the 2006 School Attendance Regulations. These amendments came into force on **September 1st 2013**.

Under the previous regulations, the Headteacher was able to grant leave of absence for the purpose of a family holiday, dependent on a history of good attendance, with each case taken on its own merits.

However, since September 2013, under the new regulations, the Headteacher is unable to grant any leave of absence during term time, unless there are **exceptional circumstances**. Parents will have to provide concrete evidence that their circumstances are exceptional. Affordability of holidays cannot and will not be accepted as a valid reason. **Please ensure that any requests for leave are put in writing, giving detailed reasons why the leave cannot be taken outside of school time.**

PENALTY NOTICES

Penalty notices will be issued to parents who fail to ensure regular attendance at school. Please note that all absences will be followed up so it is vital that sickness is reported to school on the first day of absence. However, penalty notices will be issued if 'sickness' is used as an opportunity to take holiday leave.

As of September 1st 2018, the school follows the updated LA criteria for issuing a penalty notice - a fine will be considered where a pupil has had **10 sessions (equivalent of five days - consecutive or otherwise) of unauthorised absence over the period of two consecutive half terms.**



APPENDIX 4

LATE PICK UPS

Late collection of children at home time

Failure to collect children from school on time is a form of neglect and children **must** be collected promptly at their finishing time each day.

If parents/carers are unable to collect their child on time, they should arrange for another appropriate adult to collect their child, and inform the school beforehand.

If a child is not collected on time they will be looked after by their teacher until their parent/carer arrives. A daily record will be kept on our Inventory system of children who are collected late and the time when they are collected.

The following penalties will incur for parents/carers of children who are persistently collected late.

Incident	Penalty
First occasion	Warning issued by class teacher
Second occasion	Warning issued by Assistant/Deputy Headteacher
Third occasion	Warning letter issued by Headteacher
Fourth occasion	Charge incurred (see below)

Charges

Child care charges will be incurred on the fourth occasion, and any subsequent occasions, that a child is collected late.

Ten minutes after their designated finishing time, parents/carers will be charged £1 for every minute they are late i.e. if a Y3 child is collected at 3:20pm a charge will be incurred of £10; at 3:45pm it will be £35. If a child is collected after 4:10pm, the charge will be £60. These charges are based on the cost to the school of providing unplanned childcare.

If children are persistently left in the care of the school, we are under an obligation to report this to social services as evidence of neglect.

Late collection of children from Nursery (morning session only)

Children who attend St. Ethelbert's RCP School Nursery for the morning session need to be collected promptly at 11:50am. The charges above will also apply to Nursery children who are persistently collected late.